

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT NO: #16-049 | POSITION TITLE: Agency FOIA Officer/Trial Attorney |
| POSITION GRADE & SERIES: LS-13/1 to 14/4 | SALARY RANGE: \$90,484 – \$117,617 Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines. |
| OPENING DATE: July 29, 2016 | CLOSING DATE: August 19, 2016 |
| DURATION OF APPOINTMENT: <u>TERM – Not to exceed 13 months</u> | AREA OF CONSIDERATION: Open to the Public |
| WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Civil Litigation Division 441 4 th Street NW Washington, DC 20001 | NO. OF VACANCIES: One (1) |

This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia seeks an attorney to serve as the Freedom of Information Act (“FOIA”) Officer. The incumbent will respond to requests to the Office of the Attorney General that seek information pursuant to the District of Columbia’s Freedom of Information Act. Duties will include reviewing requests, responding to requestors, collecting and providing responsive documents, tracking requests and responses and creating logs where needed. It is expected that these duties will occupy approximately half of the incumbent’s time.

In addition, the incumbent will also serve as a trial attorney in Section III of its Civil Litigation Division. The Civil Litigation Division defends the District of Columbia in civil lawsuits filed in the Superior Court of the District of Columbia and the U.S. District Court for the District of Columbia in which plaintiffs seek money damages and/or individual injunctive relief. As a trial attorney in the Civil Litigation Division, the incumbent will defend FOIA litigation that is filed against District agencies.

The incumbent will also assist in the defense of claims for employment discrimination arising under local or federal law (e.g., sexual harassment and/or discrimination based upon race, gender, or sexual orientation under the D.C. Human Rights Act, the D.C. Whistleblower Protection Act, Title VII, the American With Disabilities Act, Age Discrimination in Employment Act, etc.), civil rights claims brought under 42 U.S.C. Section 1983, including claims for alleged police misconduct involving illegal searches and seizures, excessive force, assault

and battery and false arrest, and general negligence claims in the areas of personal injury (automobile, police false arrest, assault and battery, slip and falls, inmate claims and medical malpractice), federal constitutional civil rights claims (e.g., Fourth Amendment claims involving alleged unlawful arrest and excessive force).

The incumbent will file pleadings, conduct and respond to written discovery, conduct and defend depositions, file and respond to procedural and dispositive motions, negotiate settlements, and conduct trials and contested hearings. There is substantial contact with client agencies and individual clients. Prior civil litigation experience must include trials or evidentiary hearings, motions and discovery practice, taking and defending depositions, and a thorough knowledge of the Federal Rules of Civil Procedure. Significant experience in handling employment discrimination and whistleblower claims is also required.

QUALIFICATIONS: Candidates must have experience responding to FOIA requests or litigating FOIA disputes. In addition, candidates must have five years of civil litigation experience. The successful candidate must have excellent research and writing skills, excellent organizational skills, experience in conducting discovery and all aspects of pretrial civil practice. Civil jury trial experience is preferred. The candidate must be able to handle multiple deadlines in a fast-paced environment, and be a self-starter. Prior judicial clerkship experience is highly desirable but not required.

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love (202-724-7716), Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her

immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 *et. seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**